

Records Available to Public

The District is committed to effective records management including meeting legal standards for record retention and protection of privacy, optimizing the use of space, minimizing the cost of record retention, and properly destroying outdated records. This policy applies to all records, regardless of whether they are maintained in hard (paper) copy, electronically, or in some other fashion.

The District requires that its records be maintained in a consistent and logical manner and be managed so that the District:

- Meets legal standards for protection, storage and retrieval;
- Protects the privacy of students and employees of the District;
- Optimizes the use of space;
- Minimizes the cost of record retention; and
- Destroys outdated records in an appropriate manner.

The Superintendent shall establish appropriate records management procedures and practices, which shall be provided to staff members who manage records within the District. The Board acknowledges the importance of public records as the record of the acts of the District and the repository of information about the District. The Board acknowledges the public's right to inspect and copy the District's public records, with certain exceptions. Unless otherwise provided by law, a public record shall be accessible for inspection and duplication either by written or oral request. The District shall respond to all such requests within a reasonable period of time, generally not to exceed 10 business days. If the District cannot respond to the request within 10 business days, the records custodian shall notify the requestor in writing and provide a timeline for response to the request. If an oral request is not responded to within 10 business days, the requestor must put the request in writing.

The Superintendent shall designate essential records immediately necessary to:

- Respond to an emergency or disaster;
- Begin recovery or reestablishment of operations during and after an emergency or disaster;
- Protect the health, safety, and property of District students and employees; or
- Protect the assets, obligations, rights, history and resources of the District, its employees, and students.

The District will provide copies of all documents, including electronic communications, in the medium in which those documents exists. Reasonable fees shall be charged for copies as follows:

- Copies of Board minutes at 15¢ per page;
- Copies of other materials at 25¢ per page;

Poplar School District

THE BOARD OF TRUSTEES

1401

Page 2 of 2

- The actual costs directly incident to fulfilling a records request in the most cost-efficient and timely manner possible, including but not limited to the time required to gather the requested information; and
- Actual cost of purchasing the electronic media used for transferring data, if the person requesting the information does not provide the media.

Legal Reference:	§ 2-6-102, MCA	Citizen entitled to inspect and copy public writings
	§ 20-3-323, MCA	District Policy and Record of Acts
	§ 20-9-213, MCA	Duties of Trustees

Policy History

Adopted on:

Revised:

**Poplar School District
Administrative Regulation**

THE BOARD OF TRUSTEES

AR 1401

Disclosure of Public Records

From time to time, District administration is requested to disclose public records and provide copies of public records. The following procedures address disclosure of public records.

1. All public records, including electronic records, as that term is defined by MCA § 2-6-1002 produced by the District are available for public inspection and may be copied upon request. These include, but are not limited to, operating manuals, general reports, handbooks, guides, procedures, policies, regulations, job descriptions, contract and budgets.
2. District equipment may be accessible to any person for copying public records, at the price set per page by the District, except when this would disrupt operations of the District.
3. No fee is charged for inspection of public records. Board minutes may be copied at .15 per page. All other documents may be copied at .25 per page. Copies of computer disks etc. shall not exceed costs of reimbursement to the district for its actual labor and supplies.
4. All requests for access or copying of District public records shall be made to the District Clerk. Requests for building public records should be made to the building principal. If a verbal request is not responded to by District personnel, the requestor must put the request in writing unless such method is not accessible to the requestor. The means of requesting public records shall be accessible to all persons.
5. The turnaround time for production of materials is generally ten working days after receipt of the request. If the documents cannot be produced within ten working days, the records custodian shall notify the requestor of the delay and the anticipated timeline for production as well as any fees applicable to fulfilling the request.
6. Refusal to allow inspection in whole or part of a requested record shall include a statement of the specific exemption authorizing withholding of the record.
7. The District may charge a fee for fulfilling a public information request, including the time to gather the requested records, that does not exceed the actual costs directly incident to fulfilling the request in the most cost-efficient and timely manner possible. The fees charged for copying and/or fulfilling shall be documented and provided to the requestor at the time of the request.
8. The District is not required to alter or customize public records in a form requested for the convenience of the requestor; but, may agree to customize a response and charge the requestor for such customization as provided in paragraph 7 above.